

INSTRUCTIONS FOR PREPARING A YALE SPONSORED ONE-YEAR FELLOWSHIP APPLICATION

Preparation of Application

Applications must be submitted via the [Medtrics](#) website. Please be aware that a letter of good standing from the YSM Registrar's Office, a letter from your academic advisor, two letters of reference, and a letter from your mentor are required to be submitted with your application.

The application deadline is April 8, 2024. Applications must include all components requested to be considered complete.

Body of Application

1. Give the name of the award program for which application is being made.
2. Enter the applicant's first name.
3. Enter the applicant's last name.
4. List the applicant's degrees.
5. Enter the applicant's email address.
6. Enter the applicant's current institution (Yale School of Medicine), including the full address.
7. Enter the name of institution where the work will be performed, including the full address.
8. Enter the name of the applicant's primary mentor. A mentor is the individual who oversees an awardee's research, typically providing the necessary supervisory or collaborative support for the research program's advancement.
9. Enter the name of the mentor's institution, including the full address.
10. Enter the project title.
11. Choose the type of project.
12. Enter your project summary. A Project summary should be a brief synopsis of the proposed project. The summary must include the following:
 - A statement of hypothesis and specific aims.
 - The methods or techniques to be used, including the model to be used (animal, tissue culture, etc.).
 - Summary of proposed experiments.
 - The end points or objectives to be achieved.

13. Enter any other professional personnel associated with the project (i.e., will have an impact on project content, data collection, data interpretation, etc.). This must include the name, degree, and position of each professional associated with the project, along with the indication of their capacity and involvement in the project.
14. Upload a completed, and signed, signature page. This page must be signed by the applicant and mentor.
15. Enter your personal statement. Possible items to include:
 - If you have limited research experience, explain what prompted you to apply for the fellowship program and what you hope to gain from the research experience.
 - If you have had extensive research experience, explain how you would further benefit from the proposed year of research.
 - Explain your intellectual, and personal motivations for the year of research training.

If you would prefer to upload a Word, or PDF, version of this statement, you can do so in question 18. Please select “No Feedback/Not Applicable” for question 17.

16. Upload a copy of your personal statement if you did not type it into question 17. If you did type your personal statement into question 17, please select “No Feedback/Not Applicable.”
17. Upload a document that outlines the research project environment. The applicant should obtain the following information from their mentor regarding the facilities available for use for research. Applicants should also identify support services available to them, such as consultants, administrative support, machine and/or electronics shop, etc., that are pertinent to their research.

Indicate the facilities available for the applicant’s use and their capacities, relative proximity, and extent of availability for applicant’s use, using the following headings:

- Laboratory space
 - Major equipment pertinent to project
 - Clinical
 - Animal
 - Computer
 - Office
 - Other (use this to describe the facilities at any alternate or secondary research sites, or field study sites, pertinent to the research)
 - Additional information (provide any other information describing the environment for the project not included above)
18. Enter the mentor’s funds available, if applicable. Please list all research support available to your mentor (active, approved, or pending), any funds available through other investigators (if any are involved), and any institutional support.

Please divide the support available into two categories:

- All active or approved
- Pending

You must include the following information for each support category:

- Agency/Award ID number
- Project Title and Name of Principal Investigator

- Dates of funding
- Award amount for each year
- Total award amount

19. Upload the mentor's NIH biosketch. Applicant should ask their mentor to provide a 5-page NIH biosketch. Instructions for creating an NIH biosketch are available here: <https://grants.nih.gov/grants/forms/biosketch.htm>

20. Upload a copy of the mentor's bibliography. The applicant must upload a copy of their mentor's bibliography, which must be formatted using the headings below. The total length of the Bibliography cannot exceed two (2) consecutively numbered pages.

List in chronological order the titles and complete references to selected publications during the past five years. Earlier publications should also be included if they are considered pertinent to this application.

- Published peer reviewed journal articles
- Peer reviewed journal articles accepted for publication
- Abstract
- Invited papers

21. Upload a copy of the applicant's proposed research plan. The applicant should prepare a document that outlines their research plan that is single-spaced, specifically following the outline below. All items should be addressed. If any items are not applicable to this application, please indicate N/A or None for that item.

Research plan and suggested lengths:

1) Aims of the research program (1/2 page):

- Provide a clear, concise summary of the hypothesis and specific aims of the work proposed.

2) Previous work done on same or related problems (1-2 pages):

- By other investigators. Summarize important results outlined by others in the same field, evaluating existing knowledge. Cite no more than 25 recent and pertinent bibliographic references.
- By applicant's faculty mentor. Concisely describe work related to the proposed research. Include pilot studies showing the work is feasible.

3) Contemplated method of approach to the problem (3 pages):

- Description of proposed tests, methods or procedures should be explicit, sufficiently detailed, and well-defined to allow adequate Evaluation of the approach to the problem. Clearly describe overall design of the study, with careful consideration to statistical aspects of the approach, the adequacy of controls, and number of observations, as well as how results will be analyzed. Include details of any collaborative arrangements that have been made.

4) Experimental problems (1/2 page):

- Describe any experimental problems which must be overcome in order to successfully accomplish the goals of this research project.

5) Significance and relevance of the research (1/2 page):

- Briefly explain why the results of the research program may be important, why the proposal is likely to produce new and useful information.

6) Ethical aspects of the proposed research (1/2 page):

- Describe any special consideration you have given to all ethical issues involved in your proposed investigations (biohazards, human or animal subjects, etc.), identifying risks and management. Be sure to address this topic.

7) Literature cited (1 page):

- List all literature references at the end of the Proposed Research Plan. List the authors in the same order as they appear on the paper, the title, the name of the book or journal, volume number, page numbers, and year of publication.

22. Upload a Letter of Good Standing from the applicant's Academic Advisor.

- If you are also applying to the MD-MHS program, please ensure that your Letter of Good Standing includes the dates of your STEP 1 and 2 exams (and results, if available at time of letter writing)

23. Upload two letters of reference as a single PDF file.

- One of these letters should be from your primary mentor, and should include, at a minimum, a description of the mentor's field of research and how it relates to your research project, as well as confirmation of the mentor's commitment of necessary time and resources to your research and professional development.
- The other letter of reference may be from a Yale faculty member or a faculty member outside of Yale who is able to provide information about your skills, experiences, and character that makes you a good fit for the YSM One-Year Medical Student Research Fellowship.